

**YOUTH PROGRAM
FOOD SERVICE
WORKER
NA-7408-03**

YOUTH SERVICES

FOOD SERVICE WORKER

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INTRODUCTION

This position in the Child Development Program within the Morale, Welfare and Recreation Department. The primary purpose of this position is to perform a variety of tasks in food preparation and food service area.

MAJOR DUTIES AND RESPONSIBILITIES

1. Performs various tasks in connection with food preparation; ~~for the Child Development Program~~. Operates a grill, oven, microwave, deep fryer and other kitchen equipment in the preparation of meals. Prepares and distributes a wide variety of simple breakfast, lunch and snack items, to include but not limited to, sandwiches, juices, pancakes, meatloaf, lasagna, fish, etc. in accordance with established menus and portion control standards and requirements.
2. Required to wash, peel, slice, or mash food items for cooking or serving. Wraps, arranges, and/or packages food items for serving to children. Transports food from kitchen area to classrooms. May be required to assist with serving meals.
3. Measures, weighs and mixes ingredients according to recipes or as directed in the preparation of food items for serving to appropriate aged children. May on occasion deviate from established menus and recipes with supervisor approval.
4. Removes dishes, glasses and silverware from carts. Prerinse and washes pots, pans, dishes, glasses and silverware in either a mechanical dishwasher or manually according to sanitation regulations. Cleans serving carts, food preparation areas, cupboards, drawers and dishwashing areas. Disposes of all food waste and trash.
5. Sets up food storage areas with canned, boxed and/or frozen food items. Requested food items and supplies. Notifies supervisor of items needed.
6. Maintains appropriate temperature logs for refrigerators and freezers; prepares menu record sheets, attendance records and food program meal count sheets; lists foods needed and amounts used on a daily basis. Takes inventory as required and ensures adequate stock levels.
7. Maintains work area in a clean and orderly manner, adhering to NAVMED P5010, Chapter 1 sanitation rules and regulations. Keeps counters, utensils, equipment and appliances clean and free of debris.

8. Incumbent exercises tact, diplomacy and good manners when dealing and assisting patrons. This will be expressed by tactfully responding and assisting patrons in a prompt and friendly manner.

9. Performs other related duties as assigned.

CONTROL OVER POSITION

Works under the general supervision of a designated supervisor who assigns all work and gives instructions for new tasks. Work is reviewed periodically to ensure compliance with instructions and timeliness.

SKILL AND KNOWLEDGE

Knowledge of preparation of a variety of food items.

Knowledge of portion control.

Knowledge of a variety of kitchen equipment and utensils.

Must be able to follow recipes and combination of ingredients for a variety of breakfast, snack and lunch items.

Knowledge of sanitation rules and regulations.

Must have an understanding of USDA Child Care food requirements and training.

Knowledge of inventory procedures.

Ability to follow verbal and written instructions.

Ability to communicate effectively with others.

Must be able to provide pre-employment documentation within three days of employment.

Must be able to pass a pre-employment physical.

Must be able to favorably complete all required background checks.

PHYSICAL EFFORT

Work requires prolonged standing, walking, bending and stooping. Lifts and moves objects weighing over 50 pounds.

WORKING CONDITIONS

Works indoors with adequate lighting, heating and ventilation. Subject to cuts, bruises, burns, chapped hands, slippery floors. Care is required to avoid serious injuries when floor is wet or from food items being cooked.